

DRAFT PROPOSAL 12-22-06

The Town of Harpswell Subdivision Ordinance is proposed to be amended as follows (additions are underlined and deletions are ~~struck out~~):

**TOWN OF HARPSWELL
SUBDIVISION ORDINANCE**

Approved March 16, 1996
Amended March 6, 1999
Amended March 11, 2000
Amended August 23, 2001
Amended March 16, 2002
Amended November 23, 2002
Amended March 8, 2003
Amended May 20, 2004
Amended March 11, 2006

(This replaces the Subdivision Ordinance reenacted March 19, 1990)

Citizen's Note: Generally, a subdivision is the division of a tract or parcel of land into three (3) or more lots within any five (5) year period in accordance with State Law (30-A M.R.S.A. §4401[4] as that subsection may be amended from time to time. For a specific, determination, consult the Codes Enforcement Officer.

DRAFT PROPOSAL 12-22-06

Table of Contents

Section 1. Purpose.....	3
Section 2. Authority and Administration	3
Section 3. Applicability.....	3
Section 4. Availability.....	4
Section 5. Severability.....	4
Section 6. Conflict with Other Ordinances	4
Section 7. Waiver and Modification of Subdivision Submissions.....	4
Section 8. Submission of Documents and Review Schedule	4
8.1. Pre-application Conference	4
8.2. Applications	5
8.3. Submissions.....	5
8.4. Notification.....	11
8.5. Determination of Complete Application	11
8.6. Site Visit.....	11
8.7. Public Hearing.....	11
8.8. Planning Board Review.....	12
8.9. Planning Board Approval or Denial of the Subdivision	12
8.10. Recording of the Approved Subdivision Plan.....	13
8.11. Plan Revisions after Approval	13
8.12. Phasing of Development	13
Section 9. Approval Standards.....	14
9.1. Conformance	14
9.2. Municipal Services.....	14
9.3. Preservation of the Landscape.....	14
9.4. Lots.....	14
9.5. Land Not Suitable for Development	17
9.6. Required Improvements	16
9.7. Erosion and Sedimentation Control	18
9.8. Utilities.....	18
9.9. Construction in Flood Hazard Areas.....	19
9.10. Impact on Wetlands.....	20
9.11. Impact on Groundwater.....	20

DRAFT PROPOSAL 12-22-06

9.12. Stormwater Management	20
9.13. Offshore Islands	21 20
9.14. Aesthetic, Cultural, and Natural Values.....	20 1
9.15. Traffic.....	21 2
9.16. Homeowners/Landowners Association.....	23 2
<u>9.17. Design Requirements for Common Open Space in Subdivisions.....</u>	<u>24</u>
Section 10. Performance Guarantee	23
10.1. Requirement	26 3
10.2. Form of Guarantee	26 4
10.3. Amount of Guarantee	24 7
10.4. Release of Guarantee.....	27 4
10.5. Default.....	24 7
Section 11. Public Acceptance of Streets, Easements, or Open Space	25 7
Section 12. Enforcement	27 5
Section 13. Expiration of Subdivision Plan Approval	25 8
Section 14. Appeals.....	28 5
Section 15. Interpretation, Validity, Conflict of Ordinances, and Effective Date	26 8
15.1. Editorial Notes.....	28 6
15.2. Validity, Conflict of Ordinances, and Effective Date	26 8

SECTION 1. PURPOSE

The purpose of this Ordinance is to further the intent of Harpswell's Comprehensive Plan in protecting the safety, health, and quality of the environment, including groundwater resources, and the future quality of life in the Town, and to encourage use of the best planning by private developers. This Ordinance also seeks to establish an orderly, equitable, and expeditious procedure for reviewing subdivision applications and to provide clear standards that encourage orderly growth in the community. To this end the Planning Board shall follow the procedures and criteria in this Ordinance when reviewing subdivision applications and before granting approval shall find that the provisions of this Ordinance and State rules and regulations have been met.

SECTION 2. AUTHORITY AND ADMINISTRATION

- 2.1.** This Ordinance is known as the "Town of Harpswell Subdivision Ordinance", it governs subdivisions within the limits of the Town, and replaces the Town Subdivision Ordinance re-enacted on March 10, 1990. This Ordinance is adopted pursuant to Home Rule Powers as provided for in Article VIII, part 2, section 1 of the Maine Constitution and 30-A Maine Revised Statutes Annotated (M.R.S.A.), § 3001, municipal subdivision law 30-A M.R.S.A. § 4401 et seq., as the same may be amended from time to time.

Throughout this Ordinance there are "Citizen's Notes". These notes shall not be considered part of this Ordinance as adopted by the Town, but shall only be considered as an aid for citizens to use and as a guide to the intent of ordinance provisions and their proper interpretation.

- 2.2.** The Planning Board shall administer this Ordinance.
- 2.3.** If, after review of the Town's Site Plan Review Ordinance pursuant to 30-A M.R.S.A. § 4401(4)(G), as may be amended from time to time, the Planning Board determines that the Town's Site Plan Review Ordinance provides for a review and approval process of multi-unit dwellings and their accessory structures at least as stringent as that provided by the Town's Subdivision Ordinance, then the Planning Board shall review applications for approval of multi-unit dwellings and their accessory structures under the Town's Site Plan Review Ordinance.
- 2.4. Definitions**
For purposes of this Ordinance, certain terms or words used herein shall be defined as set forth in the Definitions Addendum, as may be amended from time to time.

SECTION 3. APPLICABILITY

This Ordinance applies to all parcels of land proposed for subdivision in accordance with 30-A M.R.S.A. § 4401[4], as that section may be amended from time to time, or division of land within the boundaries of the Town of Harpswell previously subdivided.

DRAFT PROPOSAL 12-22-06

For purposes of this Ordinance, a tract or parcel of land means all contiguous land in the same ownership, provided that lands located on opposite sides of a road are not considered separate tracts or parcels of land unless the road was established by the owner of land on both sides of the road before September 22, 1971.

SECTION 4. AVAILABILITY

A certified copy of this Ordinance shall be filed with the Municipal Clerk and shall be accessible to any member of the public. Copies shall be made available to the public at a reasonable cost and at the expense of the person making the request. Notice of availability of this Ordinance shall be posted.

SECTION 5. SEVERABILITY

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of the Ordinance, unless otherwise provided by State law.

SECTION 6. CONFLICT WITH OTHER ORDINANCES

Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or of any other ordinance, regulation or statute, the more restrictive shall control unless otherwise provided by state law.

SECTION 7. WAIVER AND MODIFICATION OF SUBDIVISION SUBMISSIONS

The Planning Board may modify or waive any of the submission requirements when it determines that, because of the size of the project or circumstances of the site, these requirements would not be applicable or would be an unnecessary burden on the applicant and that a modification or waiver would not adversely affect the Planning Board's ability to evaluate whether the application meets the standards of 30-A M.R.S.A. § 4401 et seq., as may be amended from time to time, and Section 6 of this Ordinance. These modifications shall not modify the standards as contained in the Ordinance.

When the Planning Board grants a waiver to any of the submissions required by this Ordinance, the approved subdivision plan shall indicate the waivers granted and the date on which they were granted.

SECTION 8. SUBMISSION OF DOCUMENTS AND REVIEW SCHEDULE

8.1. Pre-application Conference

DRAFT PROPOSAL 12-22-06

An applicant for any subdivision is encouraged to present a sketch plan to the Planning Board prior to submitting material required for a complete application.

A sketch plan shall show, in simple sketch form, a proposed layout of roads, lots, buildings, and other features in relation to existing conditions. It will be helpful to both the applicant and the Planning Board for site conditions such as steep slopes, wet areas, and vegetative cover to be identified in a general manner. It is also recommended that the sketch plan be superimposed on or accompanied by a copy of the Town's Tax Map(s) on which the land is located.

8.2. Applications

Applications for a subdivision shall be submitted to the Planning Office at least twenty-one (21) working days in advance of a regularly scheduled Planning Board meeting.

The Planning Office, when receiving an application, shall assist the applicant by determining if the subdivision is classified as a minor or major subdivision, provide appropriate application forms, advise about the required fee, and may offer general comments about the requirements of local, State, and federal laws, rules, and regulations.

The Planning Office shall issue a dated receipt to the applicant. The application shall be scheduled for the next Planning Board meeting for a review of completeness, unless the agenda cannot accommodate the request, in which case, it will be scheduled for the next Planning Board meeting.

8.3. Submissions

The Planning Office shall submit to the Planning Board Chair the ten (10) copies of the complete subdivision plan, application, and a copy of the dated receipt showing when the application was received by the Planning Office.

The Planning Office shall issue a dated receipt, both to the applicant and to the Code Enforcement Office, showing the fact that the plans have been received for consideration.

A complete application shall include:

8.3.1. A Location Map

The location map shall be adequate to show the relationship of the proposed subdivision to adjacent properties, and to allow the Planning Board to locate the subdivision within the Town. The map shall show:

8.3.1.1. All areas within one thousand (1,000) feet of the property line of the proposed subdivision;

8.3.1.2. Existing subdivisions in the proximity of the proposed subdivision referenced by the Registry of Deeds book and page number;

DRAFT PROPOSAL 12-22-06

8.3.1.3. Location, names, and widths of existing and proposed rights-of-way;

8.3.1.4. Boundaries and designations of zoning districts; and

8.3.1.5. An outline of the proposed subdivision and any remaining portion of the applicant's property if the location map covers only a portion of the applicant's entire contiguous holding.

8.3.2. A Subdivision Plan

The subdivision plan shall consist of one (1) or more maps to a scale of not more than fifty (50) feet per inch and shall reserve space for the signatures of a legal majority of the Planning Board, the date of approval, and the words "approved by the Town of Harpswell Planning Board, pursuant to 30-A M.R.S.A. § 4401 et seq., as may be amended from time to time." One (1) or more original drawing meeting standards for recording at the Cumberland County Registry of Deeds shall also be submitted. The following information shall either be shown on the subdivision plan or accompany the application for the subdivision plan:

Section	Submission Requirement	Minor Sub.	Major Sub.
8.3.2.1.	Proposed name of subdivision plan	X	X
8.3.2.2.	The Tax Assessor's map and lot numbers for the property proposed to be subdivided	X	X
8.3.2.3.	Verification of right, title, or interest in the property	X	X
8.3.2.4.	A standard boundary survey as specified by the Board of Licensure for Professional Land Surveyors	X	X
8.3.2.5.	The topography of the site shall be shown by two (2) foot contour intervals in relation to mean sea level. The Planning Board may allow larger contour intervals or require more detailed contour information if it finds that the information is necessary to complete review of the application. Existing buildings, springs, water courses, wetlands, vegetative cover, rock outcroppings, and other essential existing physical features shall also be located	X	X
8.3.2.6.	A copy of all existing and proposed covenants, deed restrictions, easements, rights-of-way, or other encumbrances affecting the property, delineated wherever possible	X	X
8.3.2.7.	The number of acres within the proposed subdivision, the square footage of proposed lots	X	X
8.3.2.8.	The date the plan was prepared, magnetic north arrow, graphic map scale, names and addresses of the record owner, applicant, engineer, and individual or company who prepared the plan, including appropriate seals	X	X

DRAFT PROPOSAL 12-22-06

8.3.2.9.	Names of record owners of abutting properties, including any properties directly across rights-of-way or traveled ways. For purposes of abutter notifications, a separate list of abutters with addresses should be submitted	X	X
8.3.2.10.	The location of any zoning boundaries affecting the property and a description of the proposed uses to be located on the site, including quantity and type of residential units	X	X
8.3.2.11.	A copy of the Cumberland County Medium Intensity Soil Survey	X	X
8.3.2.12.	Proposed method of sewage disposal, including site evaluations indicating suitability of the soil for sewage disposal on each lot. Test pit analyses and completed sewage disposal design prepared by a licensed site evaluator, shall be provided. Each test pit or boring must be staked and identified on the subdivision plan. If a variance is required according to the Maine State Plumbing Code, the Planning Board may request a second evaluation to be done by the State Division of Health Engineering or by a professional designated by the Planning Board. The proposed subdivision plan shall also indicate the locations where wells cannot be located because of sewage disposal setbacks	X	X
8.3.2.13.	Proposed type of water supply system(s) and documentation by a Certified Geologist or Registered Engineer that the groundwater system will support adequate supply and quality		X
8.3.2.14.	Proposed method for handling solid waste disposal	X	X
8.3.2.15.	Documentation of adequate water quantity to serve the subdivision based on information from neighboring wells, obtained from property owners and well drillers	X	
8.3.2.16.	The location, proposed names, widths, grades, road profiles, radii, length of curves, and central angle of curves for all existing and proposed road rights-of-way, pavement and/or gravel lines, and entrances to a public road. Copies of Maine Department of Transportation approval for entrances onto existing State highways shall also be required	X	X
8.3.2.17.	An estimate of the amount, type, and impact of vehicular traffic to be generated on a daily basis and at peak hours based on the assumption of two (2) cars per residential dwelling unit or a figure generated from the most recent edition of a recognized trip generation manual		X
8.3.2.18.	The location of existing or proposed utilities on or adjacent to the subdivision	X	X
8.3.2.19.	The boundaries of any flood hazard areas and the one hundred (100) year flood elevation as defined by the Federal Emergency Management Agency	X	X
8.3.2.20.	A surface drainage plan that shows the location and size of ditches, culverts, drainage ways, easements, and other improvements on or adjacent to the proposed subdivision and the direction of flow	X	X

DRAFT PROPOSAL 12-22-06

8.3.2.21.	Description of any problems with drainage, soils, or topography, or a representation that, in the opinion of the applicant, none exist	X	X
8.3.2.22.	<p>A hydrogeologic assessment prepared by a Certified Geologist experienced in hydrogeology if:</p> <p>8.3.2.22.1 Documented problems exist with the quality or quantity of water in wells in the vicinity of the development; or</p> <p>8.3.2.22.2 Part of the subdivision is located in the area recommended as having lot sizes of 4.2 acres on Map 3 "Recommended minimum lot sizes based on Groundwater Protection" of the 1987 Comprehensive Plan and the applicant proposes lot sizes of less than 4.2 acres; or</p> <p><i>Citizen's Note:</i> <i>The 4.2 acre restriction is not automatically part of the Subdivision Ordinance.</i></p> <p>8.3.2.22.3 The assessment shall include:</p> <p>8.3.2.22.3.1 The depth of the water table at representative points throughout the proposed development</p> <p>8.3.2.22.3.2. Data on existing groundwater quality and quantity, either from test wells in the subdivision, from existing wells on neighboring property, or from data gathered during development of the 1993 Comprehensive Plan</p> <p><i>Citizen's Note:</i> <i>This information is on file in the Codes Enforcement Office</i></p> <p>8.3.2.22.3.3. Existing and post-construction drainage conditions throughout the proposed subdivision</p> <p>8.3.2.22.3.4. A map showing the location of all existing and proposed subsurface wastewater disposal systems and all existing and proposed drinking wells within the subdivision and all existing systems within three hundred (300) feet of its boundary</p> <p>8.3.2.22.3.5. Assessment of the potential for saltwater intrusion when the proposed subdivision is located adjacent to areas reporting high chloride content of drilled wells as shown on Map 2 "Future Land Use Map" of the 1993 Comprehensive Plan or where there is evidence for potential saltwater intrusion</p> <p>8.3.2.22.3.6. A map showing the location of all existing and proposed subsurface wastewater disposal systems and all existing and proposed drinking wells within the subdivision and all existing systems within three hundred (300) feet of its boundary</p>	X	X

DRAFT PROPOSAL 12-22-06

8.3.2.23.	The location or existence of historic, archeological, scenic, or other critical resources known to exist in the proposed subdivision. For any proposed land use activity involving structural development or soil disturbance on sites listed on the National Register of Historic Places, the applicant shall provide evidence that they have submitted their proposal to the Maine Historic Preservation Commission for review and comment. The Planning Board may require a written statement from the Maine Historic Preservation Commission indicating the proposed development will not adversely impact archeological or historic resources or recommending how the proposed development might be modified to minimize any adverse impact on archeological or historic resources.	X	X
8.3.2.24.	Written statement of how proposed subdivision plan fits in with the character of the Town as set forth in the most recently adopted edition of the Town's Comprehensive Plan.	X	X
8.3.2.25.	The location of significant wildlife habitat or rare and irreplaceable natural areas located in or near the proposed subdivision as identified by the Department of Inland Fisheries and Wildlife and the Natural Heritage Data Base in the Department of Economic and Community Development or in the 1987 or 1993 Comprehensive Plans, and shellfish habitats and other marine environments which may be affected by the development	X	X
8.3.2.26.	<u>The location of natural features identified in Section 9.17.1 of this Ordinance shall be identified by the applicant, and</u> the location, names, and dimensions of existing and proposed public or private parks and other <u>common</u> open spaces on or adjacent to the subdivision and a description of any proposed improvements <u>in these areas</u> and their management	<u>X</u>	X
8.3.2.27.	If parks or other open spaces are proposed to be deeded to the Town, a homeowners/landowners association, land trust, or other non-profit organization, <u>the location of the any common open space shall be shown on the subdivision plan, along with a note on the plan that reads as follows: "Common open space shall not be further subdivided. The common open space shall be deed restricted from further residential development and commercial/industrial use in perpetuity."</u> Written offers of cession to the organization and copies of agreements or documents showing the manner in which open spaces will be retained by the applicant or lot owners shall be submitted	<u>X</u>	X
8.3.2.28.	If a homeowners/landowners association is to be formed, documentation of the standards contained in Paragraph 9.16. of this Ordinance. <u>If parks or other common open spaces are proposed to be deeded to the Town, a land trust or other non-profit organization other than a homeowners/landowners association, written offers of cession to the organization and copies of agreements or documents showing the manner in which common open space will be perpetually retained, cared for and maintained by the applicant or lot owners</u>	X	X
8.3.2.29.	A soil erosion and sedimentation control plan in conformance with Section 9.7. of this Ordinance	X	X
8.3.2.30.	Location and dimensions of all fencing and screening		X

DRAFT PROPOSAL 12-22-06

8.3.2.31.	Construction cost estimates for improvements to be completed by the applicant prior to the sale of lots and an estimate of the time period required for completion of the development	X	X
8.3.2.32.	Subdivisions proposed for offshore islands must provide maps indicating mainland support facilities, including private landings, moorings, and a minimum of two (2) parking spaces for each lot. Also required is documentation of title, right, or interest in mainland property for support facilities. If mainland support facilities are located in another municipality, the applicant must provide a written statement of approval from that municipality	X	X
8.3.2.33.	If the subdivision plan involves substantial improvements, such as construction of utilities, the Planning Board may require evidence of financial capacity to complete the proposed improvements	X	X
8.3.2.34.	The following approvals, if applicable, must be obtained in writing: 8.3.2.34.1. A Wastewater Discharge License if required from the Maine Department of Environmental Protection; 8.3.2.34.2. Approval from the Maine Department of Human Services if an engineered sewage disposal system is to be utilized or if the applicant proposes to provide a central water supply system; or 8.3.2.34.3. Approval from the Local Plumbing Inspector indicating that the wastewater disposal permits can be obtained	X	X
8.3.2.35.	At the option of the applicant or the Planning Board, any other information that may be necessary for the full and proper consideration of the subdivision plan	X	X
8.3.2.36.	Any application for subdivision approval which constitutes a revision or amendment to a subdivision plan which has been previously approved shall indicate that fact on the application and shall identify and provide a copy of the original signed plan being revised or amended	X	X

When the Planning Board requires the applicant to seek comments from a group or agency outside of Town Officials, including but not limited to the Harpswell Historical Society and Maine Department of Inland Fisheries and Wildlife, the applicant shall provide written documentation of the request for comments. The applicant shall include in the written request reference to this Section of the Ordinance which specifies that if the applicant has not received written comments from the specified group or agency within forty-five (45) days of receipt of the request, the Planning Board may assume that the group or agency has no concerns with the proposed development.

8.3.3. Fee for Independent Consulting Services

In addition to the application fee, every application for a subdivision shall be accompanied by the payment of an independent consulting fee assessed on a per lot or per dwelling unit basis, whichever amount is greater, in such amount as may be established by the Board of Selectmen

DRAFT PROPOSAL 12-22-06

from time to time. The payment shall be deposited in an individual trust account which is separate and distinct from all other Planning Board and Town accounts.

The Planning Board may use the funds in the individual trust account to hire independent consulting services to review the application. The applicant shall provide additional funds, as necessary, to cover the cost of independent consulting services.

Any balance in the account remaining after a decision on the application by the Planning Board, whether approved or denied, shall be refunded to the applicant after all payment of all consulting services related to review of the subdivision.

8.4. Notification

When an application is received, the Municipal Office, at the applicant's expense, shall give a dated receipt to the applicant and shall notify, by first class mail, all record owners of abutting properties and the clerk and reviewing authority of any municipalities that abut or include any portion of the subdivision, specifying the location of the proposed subdivision and including a general description of the project. Failure of any property owner to receive the notice sent as required under this subsection shall not necessitate another public meeting or invalidate any action taken by the Planning Board.

8.5. Determination of Complete Application

Within thirty (30) days of receipt of a subdivision plan and fee, the Planning Board shall notify the applicant in writing whether or not the application is complete, and if incomplete, of any additional submissions which are required.

A fee schedule for subdivision applications shall be established and revised from time to time by the Selectmen after notice, public hearing, and recommendation of the Planning Board in conformance with 30-A M.R.S.A. § 4355, as may be amended from time to time. Application fees shall be payable by check to the Town.

Upon determination that a complete application has been submitted, the Planning Board shall issue a dated receipt to the applicant. If the Planning Board determines the application is incomplete, the application will be heard at the Planning Board meeting following submission of a complete application.

The Planning Board may notify a number of appropriate departments, committees, or individuals of the application for the proposed subdivision, including but not limited to the Road Commissioner, Harpswell SAD 75 representatives, Conservation Commission, Marine Resources Committee, local Fire Chief, and other affected parties as appropriate. The Planning Board may request that these officials and the Code Enforcement Office comment upon consistency with local codes and the adequacy of departments to service the proposed subdivision.

8.6. Site Visit

After submission of a complete application, the Planning Board may schedule a site visit to provide members the opportunity to view the site. The site visit shall be scheduled so that all parties, including the applicant or representative of the applicant, owners of abutting properties and interested members of the public, have reasonable opportunity to participate as a matter of due process as a public proceeding under Maine's Right to Know Law, 1 M.R.S.A. §401 et seq., as may be amended from time to time.

8.7. Public Hearing

The Planning Board shall hold a public hearing on all subdivision applications within thirty (30) days of determination of a complete application. The Planning Board shall publish notice of the date, time, and place of the meeting in a local newspaper at least two (2) times. The date of the first publication must be at least seven (7) days prior to the public hearing. In addition, the Planning Board, at the applicant's expense, shall notify by first class mail, all record owners of abutting property. Failure of any property owner to receive the notice sent under as required this subsection shall not necessitate another public meeting or invalidate any action taken by the Planning Board. To be considered by the Planning Board, all comments must be received in writing prior to this public hearing, or made verbally at the public hearing.

8.8. Planning Board Review

The Planning Board shall discuss the application at a regularly scheduled meeting within forty-five (45) days of receipt of a complete application.

8.8.1. The applicant, or a duly authorized representative, shall attend the meeting of the Planning Board to discuss the subdivision plan. In the case of an authorized representative, the Planning Board will require a letter showing that the representative is in fact authorized to represent the applicant.

8.8.2. Before the Planning Board grants approval of the subdivision, the Planning Board shall find that the applicant has met all standards of 30-A M.R.S.A., § 4404, as it may be amended from time to time, and Section 9 of this Ordinance in accordance with Section 8.9. below.

8.8.3. Before the Planning Board grants approval of the subdivision, the applicant shall meet the performance guarantee requirements contained in Section 10 of this Ordinance.

8.9. Planning Board Approval or Denial of the Subdivision

The Planning Board shall, within thirty (30) days of a public hearing, and/or within sixty (60) days of determining it has received a complete application, or within any other time limit that is otherwise mutually agreed to, issue an order:

8.9.1. Denying approval of the proposed subdivision, or

8.9.2. Granting preliminary approval of the proposed major subdivision, or

8.9.3. Granting final approval of the proposed minor subdivision, or

DRAFT PROPOSAL 12-22-06

8.9.4. Granting approval upon any terms and conditions that it considers advisable to:

8.9.4.1. Satisfy the criteria listed in 30-A M.R.S.A. § 4404, as may be amended from time to time,

8.9.4.2. Satisfy the criteria and regulations adopted under the provisions of this Ordinance, and

8.9.4.3. Protect and preserve the public's health, safety, and general welfare.

8.9.5. The Planning Board shall, within thirty (30) days of the preliminary approval of any major subdivision, or within any other time limit that is otherwise mutually agreed to, issue an order:

8.9.5.1. Denying final approval of the proposed subdivision, or

8.9.5.2. Granting final approval of the proposed subdivision, or

8.9.5.3. Granting final approval upon the terms of Section 8.9.4.

The reasons for any denial, conditions of approval, or other stipulations shall be stated in the written findings of the Planning Board. If the Planning Board grants a waiver of any submission requirement, it shall state in the written findings the character and extent of the waiver, specify that the waiver has been granted in accordance with Section 7 of this Ordinance, and will not inhibit the Planning Board's ability to evaluate whether the application meets the standards of 30-A M.R.S.A. § 4401 et seq., as may be amended from time to time, and Section 9 of this Ordinance.

The action of the Planning Board shall be recorded on the subdivision plan with the date of action over the signatures of the members of the Planning Board.

When the subdivision is approved, the applicant shall pay the cost of reproducing the required copies of the approved plan for Town records.

8.10. Recording of the Approved Subdivision Plan

The applicant shall, within forty-five (45) days of Planning Board approval, submit the signed subdivision plan to the Cumberland County Registry of Deeds and report the book and page numbers to the CEO within sixty (60) days so the references can be recorded on the Town's copies of the plan. The plan shall either contain all the conditions of approval or the applicant shall record a separate document that contains all the conditions of approval under the same terms and provisions as those applying the plan. If the applicant fails to record the signed plan and report the book and page number to the CEO within the required time frame, approval shall be null and void and the CEO shall note that fact on all Town records.

8.11. Plan Revisions after Approval

DRAFT PROPOSAL 12-22-06

No changes may be made in any subdivision plan after approval has been given by the Planning Board unless the plan is first resubmitted and the Planning Board approves any modifications in conformance with 30-A M.R.S.A. § 4404 and Section 12 of this Ordinance, as may be amended from time to time. This provision does not prohibit minor field changes during construction, made with the approval of the CEO or his or her delegate. In the event that an amended plan is recorded without complying with this requirement, it shall be considered null and void and the Planning Board shall record at the Registry of Deeds and with the Town Clerk an affidavit stating the facts and setting forth the legal conclusion that the plan is null and void.

8.12. Phasing of Development

The Planning Board may permit the subdivision plan to be divided into two (2) or more separate and distinct phases subject to any conditions it deems necessary to insure the orderly development of the plan. This may be accomplished by limiting approval to those lots or areas abutting that phase of the proposed subdivision road which is covered by a performance guarantee. When development is phased, road and any other construction shall commence from an existing public way. Approval of lots or other development in subsequent phases shall be given only upon satisfactory completion of all requirements pertaining to previous phases.

If the subdivision plan requires the Town to expand, add to, or purchase new facilities, the applicant shall provide an alternative development plan, including but not limited to phasing, construction delays to coincide with public funding of the required improvements, and/or private funding options.

SECTION 9. APPROVAL STANDARDS

When reviewing any subdivision plan, the Planning Board shall determine that the proposed subdivision in conjunction with any other existing or approved development meets the review criteria in 30-A M.R.S.A § 4404 and this Section, as may be amended from time to time.

Burden of Proof; Findings of Fact

In all instances, the burden of proof is upon the person proposing the subdivision. In issuing its decision, the Planning Board shall make findings of fact establishing that the proposed subdivision does or does not meet the criteria described in this Section.

9.1. Conformance

All proposed developments must be in conformity with all pertinent local, State, and Federal ordinances, laws, and regulations.

9.2. Municipal Services

The proposed development shall not have an unreasonable adverse impact on municipal services including the municipal road systems, fire department, solid waste program, schools, and other municipal services and facilities.

DRAFT PROPOSAL 12-22-06

9.3. Preservation of the Landscape

The landscape must be preserved in its natural state insofar as practicable by minimizing tree removal, disturbance of soil, and retaining existing vegetation during construction. The Planning Board may allow the removal of trees to create open meadows and scenic vistas which are part of the overall subdivision.

9.4. Lots

9.4.1. Areas Located Outside Village and Rural Districts.

The minimum lot size for subdivisions shall be eighty thousand (80,000) square feet per dwelling unit. The minimum road frontage per lot for subdivisions shall be one hundred fifty (150) feet, and the minimum shore frontage per lot for subdivisions shall be one hundred fifty (150) feet.

~~9.4.2. Flag lots and other odd shape lots in which narrow strips are joined to other parcels in order to meet minimum lot size requirements are prohibited.~~

9.4.1.23. Alternative lot size – The applicant may propose an alternate subdivision design, outside of the Shoreland Zone and Village and Rural Districts, to create a stronger neighborhood character and provide for common open space. The minimum lot size for alternate subdivision development is twenty five thousand (25,000) square feet with minimum road frontage of sixty five (65) feet. Alternate designs must provide for common septic system(s) and/or well(s), and common open space permanently protected in and around any development. Common open space must comprise at least 50% of the total acreage of the original parcel divided into a subdivision and shall comply with the design requirements set forth in Section 9.17 of this Ordinance.

~~For purposes of this section common open space areas must comply with the following:~~

- ~~a. The common open spaces must be dedicated to the recreational amenity and environmental enhancement of the development, must protect natural resources, and must be recorded as such. For the purpose of these provisions, common open space means an area that:~~
 - ~~1) is not encumbered in any way by a principal structure;—~~
 - ~~2) is not devoted to use as a roadway, road right-of-way, parking lot, sidewalk, or common septic or well location;~~
 - ~~3) is left in its natural or undisturbed state, except for cutting of trails for non-motorized recreation, unless the land will be managed by an approved sustainable forestry plan signed by a Licensed Maine Forester or for continuance of currently existing agricultural use;~~
 - ~~4) is capable of being used and enjoyed for the purpose of informal and unstructured recreation and relaxation; and~~

DRAFT PROPOSAL 12-22-06

- ~~5) is legally and practicably accessible to all residents of lots in the development out of which the open space is taken.~~
- ~~b. the common open space shall be controlled by one (1) or more of the following methods:~~
- ~~1) common ownership by the owners of the units within the development with a conservation easement granted to the Town, subject to acceptance by the Town, or recognized conservation organization; and/or~~
 - ~~2) transfer, with permanent restrictions, to a land trust or other recognized conservation organization; and/or~~
 - ~~3) ownership by a private party for agricultural or other natural resource use provided that permanent restrictions are in place to provide for its continued use for this purpose.~~
- ~~c. Any development proposed under this section shall specify the ownership, use, management, and person responsible for maintenance of all common areas and facilities. The Planning Board shall approve the arrangements for the ownership, control, use and maintenance of the common open space in accordance with the standards of subsections (a) and (b) above as part of the approval of a final subdivision plan. No changes in the use or management of common open space shall be made without Planning Board approval and a note shall be provided on the approved subdivision plan to this effect.~~
- ~~d. Any common open space or facility not retained by a private owner shall be maintained by a developer or homeowners' association unless and until it is transferred in its entirety to a recognized conservation organization and until the transfer actually is completed. The formation and incorporation by the developer of a homeowners' association, if one is proposed, shall be accomplished prior to final subdivision approval.~~

9.4.2 Areas Located in the Village District

The minimum lot size for subdivisions in the Village District shall be twenty thousand (20,000) square feet per dwelling unit. The minimum road frontage per lot for subdivisions in the Village District shall be eighty (80) feet or one hundred and fifty (150) feet for lots located along Route 24, Route 123, Cundy's Harbor Road or Mountain Road.

9.4.2.1 Common Open Space. Common open space must comply with the design requirements set forth in Section 9.17 of this Ordinance and the following percentage of the total acreage of the original parcel divided into subdivision:

20% for original parcels greater than 160,000 square feet;
30% for original parcels greater than 320,000 square feet;
40% for original parcels greater than 640,000 square feet;
50% for original parcels greater than 1,280,000 square feet.

DRAFT PROPOSAL 12-22-06

9.4.2.2 Setbacks

9.4.2.2.1 Except as otherwise provided in Section 9.4.2.2.2 of this Ordinance, all structures and expansions of structures shall be setback at least twenty (20) feet from the edge of the traveled way and at least fifteen (15) feet from all other lot lines.

9.4.2.2.2 For any property that abuts Route 24, Route 123, Cundy's Harbor Road or Mountain Road, principal structures shall be set back at least forty (40) feet from the edge of the traveled way and at least twenty (20) feet from the property line along the traveled way, whichever is more restrictive. All accessory structures shall be set back at least twenty (20) feet from the property line along the traveled way or the edge of a traveled way, whichever is more restrictive.

9.4.2.3 Alternative lot size - The applicant may propose a clustered subdivision design in the Village District to create a stronger village character and provide for additional common open space. The project density shall not exceed two (2) dwelling units per forty thousand (40,000) square feet. The minimum lot size for alternate subdivision development is twelve thousand (12,000) square feet with minimum road frontage of sixty five (65) feet. The minimum road frontage for lots along Route 24, Route 123, Cundy's Harbor Road or Mountain Road shall be one hundred and fifty (150) feet. Common open space requirement for development proposed under this provision shall comply with the provisions of Section 9.4.2.1 of this Ordinance.

9.4.3 Areas Located in the Rural District

The project density for subdivisions in the Rural District shall not exceed one dwelling unit per eighty thousand (80,000) square feet. The minimum lot size shall be twenty five thousand (25,000) square feet. The minimum road frontage per lot for subdivisions in the Rural District shall be one hundred fifty (150) feet.

9.4.3.1 Subdivisions proposed in the Rural District shall maintain at least 60% of the property to be subdivided as common open space.

9.4.3.2 Setbacks

9.4.3.2.1 Except as otherwise provided in Section 9.4.3.2.2 of this Ordinance, all structures and expansions of structures shall be setback at least twenty (40) feet from the edge of the traveled way and at least fifteen (20) feet from all other lot lines; except as provided in Section 9.4.3.2.2 of this Ordinance.

9.4.3.2.2 For development in the Rural District along Route 24, Route 123, Cundy's Harbor Road or Mountain Road, all structures shall be set back at least

DRAFT PROPOSAL 12-22-06

one-hundred (100) feet from the edge of the traveled way; provided, however, that if there exists significant wildlife habitat, wetlands at least 10,000 square feet in total area, streams or tributary streams, important scenic areas and open spaces as identified in the Comprehensive Plan and/or slopes of greater than twenty (20) percent on the lot that, in combination with the one-hundred (100) foot setback, cumulatively prohibit the siting of a building envelope of at least 1,500 square feet in size on the lot, then the setback shall be at least forty (40) feet for all structures from the edge of the traveled way. If land is proposed for development in the Rural District along Route 24, Route 123, Cundy's Harbor Road or Mountain Road and at the time of the application such land is wooded, a wooded buffer strip no less than fifty (50) feet in depth shall be maintained continuously along the road right-of-way except as necessary for road and/or driveway access, utilities, permitted signage or to allow a structure that qualifies for a reduced, forty (40) foot setback as set forth herein.

9.4.4. Flag Lots

Flag lots and other odd shape lots in which narrow strips are joined to other parcels in order to meet minimum lot size requirements are prohibited.

9.5. Land Not Suitable for Development

The following land may not be included in the calculations of lot area:

9.5.1. Land below the maximum high water mark of a water body, tributary stream, or pond;

9.5.2. Land which is part of a road or transportation right-of-way or easement, except rights-of-way or easements used exclusively for pedestrian access;

***Citizen's Note:** The intent of excepting rights-of-way or easements used exclusively for pedestrian access is to not discourage the development of walking paths, bike trail, bridle path, and other paths for pedestrian travel or recreational use.*

9.5.3. Wetland areas greater than twenty thousand (20,000) contiguous square feet; and

9.5.4. Land created by the filling or draining of a water body, tributary stream, or wetland.

***Citizen's Note:** The filling or draining of a water body, tributary stream, or wetland will usually require State and Federal approval.*

9.6. Required Improvements

The following improvements are required for all subdivisions:

9.6.1. Lot Markers

9.6.1.1. Permanent markers must be set at all road intersections and points of curvature, points of tangency, and intersections.

9.6.1.2. Permanent markers must be set at all corners and angle points of the subdivision boundaries.

9.6.2. Water Supply

9.6.2.1. The proposed subdivision plan must have sufficient water available for the reasonably foreseeable needs of the development.

9.6.2.2. If a central water supply system is provided by the applicant, the location and protection of the source, and design, construction, and operation of the system must conform to the standards of the Maine Rules Relating to Drinking Water (C.M.R. 10-144 231). The Codes Enforcement Office shall be notified by the Planning Board of the location of a proposed community water supply for reference in future amendment of the Comprehensive Plan.

9.6.2.3. Lot design shall permit the placement of wells and subsurface wastewater disposal areas, and reserve sites for subsurface wastewater disposal areas in compliance with the Maine Subsurface Wastewater Disposal Rules.

9.6.2.4. Individual wells shall be sited and constructed to prevent infiltration of surface water, and contamination from subsurface wastewater disposal systems and other sources of potential contamination.

9.6.2.5. Water supplies shall meet the primary Drinking Water Standards contained in the Maine Rules Relating to Drinking Water. If existing water quality contains contaminants in excess of the secondary drinking water standards in the Maine Rules Relating to Drinking Water, that fact shall be disclosed in a note on the Plan to be recorded in the Cumberland County Registry of Deeds.

9.6.3. Sewage Disposal

9.6.3.1. The subsurface disposal must be in full compliance with the requirements of the State of Maine Subsurface Wastewater Disposal Rules and to minimize adverse impacts on ground water quality. In addition, the Planning Board may request the applicant to pay for a second assessment of the site if the site has been identified as being marginally acceptable according to the Maine State Plumbing Code.

9.6.3.2. Any septic system must be placed at least 100 feet from any existing well whether the well is on the property or on contiguous property.

9.6.3.3. If common or cluster septic systems are used, a second site suitable for subsurface disposal must be available.

9.6.4. Fire Protection

Provisions must be made for adequate emergency vehicle access to the subdivision and for water supply for fire protection.

9.7. Erosion and Sedimentation Control

DRAFT PROPOSAL 12-22-06

9.7.1. The proposed subdivision plan will not cause soil erosion or a reduction in the land's capacity to hold waters such that a dangerous or unhealthy condition results.

9.7.2. The following measures relating to soil conservation and erosion and sediment control shall be included where applicable as part of all projects submitted for review and approval under this Ordinance:

9.7.2.1. The procedures outlined in the erosion and sedimentation control plan, submitted by the applicant, shall be implemented during the site preparation, construction, and clean-up stages.

9.7.2.2. Erosion of soil and sedimentation of watercourses and water bodies shall be controlled by employing the following best management techniques:

9.7.2.2.1. Stripping of vegetation, soil removal, and regrading or other development must be done in such a way to control erosion;

9.7.2.2.2. Development must preserve outstanding natural features and ensure conformity with topography so as to create the least erosion;

9.7.2.2.3. The rate of surface runoff from the proposed development shall not be increased;

9.7.2.2.4. Whenever possible, natural vegetation shall be retained;

9.7.2.2.5. Disturbed soils must be stabilized as quickly as possible;

9.7.2.2.6. Permanent vegetation and mechanical erosion control measures, in accordance with the standards of the most recent edition of Environmental Quality Handbook as published by the Maine Soil and Water Conservation Commission, must be installed as soon as possible; and

9.7.2.2.7. Maintenance of drainage facilities or watercourses originating and completely on private property is the responsibility of the owner to the point of discharge at the property line.

9.7.3. Topsoil shall be considered part of the subdivision and shall not be removed from the site except for surplus topsoil from roads, parking areas, and building excavations.

9.8. Utilities

9.8.1. Any utility installations remaining above ground must be located, where possible, in existing public ways and existing service corridors, and so as to avoid crossing open areas and scenic views as identified in the Comprehensive Plan.

9.8.2. The size and proposed location of utilities must be shown on the plans.

9.9. Construction in Flood Hazard Areas

DRAFT PROPOSAL 12-22-06

When any part of a development is located in a Flood Hazard Area as identified by the Federal Emergency Management Agency, the plan must be in conformance with the Harpswell Floodplain Management Ordinance.

9.10. Impact on Wetlands

Subdivision plans shall be designed to minimize impact on wetlands.

Septic systems and structures must be set back at least two hundred-fifty (250) feet from the upland edge of moderate or high value wetlands, at least seventy-five (75) feet from a water body, tributary stream, or the upland edge of a coastal or freshwater wetland; and at least twenty-five (25) feet from the upland edge of a forested wetland.

If the Local Plumbing Inspector, upon review of written evidence submitted by a soil scientist licensed to practice in Maine, determines that the only practical alternative for a specific subsurface wastewater disposal system is within the seventy-five (75) foot setback of the upland edge of a coastal or freshwater wetland, or within the twenty-five (25) foot setback from the upland edge of a forested wetland, the Planning Board may waive the setback requirement for that specific subsurface wastewater disposal system, and set appropriate conditions on the system as recommended by the Local Plumbing Inspector, provided that the waiver does not have the effect of nullifying the purpose of this Ordinance or violating the State of Maine Subsurface Waste Water Disposal Rules. When the Planning Board grants a waiver pursuant to this paragraph, the final plan to be recorded at the Registry of Deeds shall indicate the waiver granted and the date on which it was granted.

Except as specifically approved by the Maine Department of Environmental Protection or United States Army Corps of Engineers, roads shall be located to avoid crossing a wetland, tributary stream, or water body and must be set back at least two hundred-fifty (250) feet from the upland edge of moderate or high value wetlands, at least seventy-five (75) feet from the upland edge of a coastal or freshwater wetland, and at least twenty-five (25) feet from the upland edge of a forested wetland.

Any cutting of vegetation or timber harvesting in a wetland area described in this Section or within the setbacks outlined above shall be conducted in accordance with Section ~~14~~¹⁴.15 of the Town's Basic Land Use Ordinance or, where applicable, Section 15.14 of the Shoreland Zoning Ordinance.

***Citizen's Note:** The filling or draining of a water body, tributary stream, wetland, or pond will usually require State and Federal approval.*

9.11. Impact on Groundwater

9.11.1. The proposed subdivision plan will not alone, or in conjunction with abutters or other existing activities, adversely affect the quality or quantity of groundwater.

9.11.2. A subdivision plan must not increase the nitrate concentration in the groundwater at the boundary to more than ten (10) milligrams per liter.

DRAFT PROPOSAL 12-22-06

9.11.3. Subsurface wastewater disposal systems and drinking water wells shall be constructed as shown on the map submitted with the assessment. If construction standards for drinking water wells are recommended in the assessment, those standards must be included as a note on the final plan.

9.11.4. The proposed subdivision plan shall use on-site techniques to assure that the amount of aquifer recharge post-development is no less than the amount before development.

9.11.5. Groundwater withdrawals by a proposed subdivision shall not lower the water table beyond the boundaries of the subdivision.

9.11.6. Water conservation devices shall be used by the applicant to minimize negative groundwater impacts of the development.

9.12. Stormwater Management

9.12.1. The Planning Board shall consider the impact of the proposed subdivision on erosion, drainage, and runoff on the development itself and on adjacent properties and water bodies. In assessing impacts, the Planning Board shall consider site visits, existing drainage problems, topographical information, and, if deemed necessary, a runoff analysis based on a twenty-five (25) year storm as submitted by the applicant. Subdivisions of five (5) or more lots must be reviewed and endorsed by an independent consultant hired by the Town.

9.12.2. Adequate provisions must be made for disposal of all storm-water generated within the subdivision and any drained groundwater through a management system of swales, culverts, underdrains, and storm drains. Stormwater shall be treated to remove oil, grease, sediment, and other contaminants prior to discharge into a water body or tributary stream.

9.12.3. The stormwater management system must be designed to conduct stormwater flows to existing water courses or storm drains, except where retention basins are designed or groundwater recharge is desirable. The stormwater management system shall make provisions so as to not have adverse effect on neighboring properties, downstream water quality, soil erosion, or the public drainage system.

9.12.3.1. The minimum size for any storm drainage pipe shall be twelve (12) inches. All downstream pipes must be the same size or larger. Pipe must be embedded in a fine granular material.

9.12.3.2. Catch basins must be installed where necessary.

9.12.3.3. Outlets must be stabilized against soil erosion.

9.12.4. Stormwater runoff systems must infiltrate, detain, or retain water falling on the site such that the rate of flow from the site does not exceed that which would occur in the undeveloped state.

9.12.5. Where a subdivision is traversed by a stream, tributary stream, or surface water drainage way, the surface water runoff to be created by the subdivision shall be controlled. Easements for existing or proposed drainage rights-of-way shall be provided with swales,

DRAFT PROPOSAL 12-22-06

culverts, catch basins, or other means of channeling surface water within the subdivision and over other properties. The easements or rights-of-way shall be at least thirty (30) feet wide and substantially conform with the lines of existing and proposed drainage ways.

9.13. Offshore Islands

Subdivisions proposed for offshore islands will require deeded mainland support facilities including private landing and at least two (2) parking spaces per lot.

9.14. Aesthetic, Cultural, and Natural Values

The proposed subdivision plan will preserve the scenic and natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.

The developer may offer the Town, Land Trust, or appropriate conservation group the title or easement to existing and future points of public access to the shoreline and open spaces valuable for aesthetic, historic, or wildlife habitat or used for traditional recreation.

The Planning Board may require the inclusion of a note on the subdivision plan and deed restriction on the affected lots restricting the clearing of trees to those areas designated on the subdivision plan.

9.14.1. All subdivision plans must conform with the wildlife management guidelines developed by the Maine Department of Inland Fisheries and Wildlife (MIFW) for the protection of significant wildlife habitat. Any clearing of vegetation that takes place within seventy-five (75) feet of the upland edge of a wetland designated as high or moderate value for waterfowl habitat by the MIFW or in the Comprehensive Plan shall be limited to that which is necessary for allowed uses. This restriction shall appear as a note on the subdivision plan and as a deed restriction on the affected lots.

9.14.2. All subdivisions must be designed so as not adversely to impact rare natural areas as identified by the Natural Heritage Data Base in the Department of Economic and Community Development.

9.14.3. All subdivisions must be designed so that the completed development shall protect shellfish habitats and other marine environments.

9.14.4. All subdivisions shall be designed to protect historic, archaeological, scenic, or other critical resources known to exist in the proposed subdivision.

9.14.5. All subdivisions must be designed to ensure that important scenic areas and open spaces, as identified in the Comprehensive Plan for Harpswell, are maintained.

9.14.6. If the land proposed for subdivision is located on Route 24, Route 123, Cundy's Harbor Road, or Mountain Road and at the time of application is forested, a wooded buffer strip no less than twenty-five (25) feet in width shall be left along the road right-of-way. If at the time

of application, the land is not wooded, a buffer strip no less than twenty-five (25) feet in width shall be left along the road right-of-way.

9.15. Traffic

9.15.1. The proposed subdivision plan will not cause unreasonable highway or public road congestion or unsafe conditions for vehicular traffic and pedestrians.

9.15.2. General Requirements

9.15.2.1. Proposed subdivisions must provide for safe access to and from public and private roads. Safe access shall be assured by providing adequate access points with respect to sight distances, intersections, schools, and other traffic generators. An entrance permit will be required from the Maine Department of Transportation (hereinafter M.D.O.T.). The road serving the subdivision shall be adequate to carry the anticipated traffic.

9.15.2.2. Provisions must be made for providing and maintaining convenient and safe emergency vehicle access to all structures at all times.

9.15.2.3. The proposed subdivision plan must provide for safe and convenient access for pedestrians within the subdivision and from the subdivision to surrounding development and open areas.

9.15.2.4. Upon receipt of the subdivision plan, the Planning Board may forward it to the Road Commissioner or to the Town's Consulting Engineer for review and comment.

9.15.3. Road Design and Construction Standards

9.15.3.1. The road design and construction standards contained in the Harpswell Road Ordinance must be met by all roads within developments reviewed under this Ordinance, regardless of whether the road is intended to be public or private. If the applicant can provide clear and convincing evidence that an alternate road design is necessary to preserve community character and the resulting design will not create safety or maintenance problems for the Town. The Planning Board may waive the travel way width, shoulder width, or slope requirements of the Harpswell Road Ordinance.

9.15.3.2. All roads must be platted along contour elevations which will result in minimum grades and greatest visibility whenever practicable, with consideration given for anticipated use of the land.

9.15.3.3. The proposed road layout must be coordinated with the road system of the surrounding areas. All roads must provide for the continuation of or connection to existing roads in surrounding areas and provide means of ingress and egress for surrounding lots or parcels of land.

Where necessary, as determined by the Planning Board, to safeguard against hazards for traffic and pedestrians and/or to preserve the traffic bearing capacity of existing roads, provisions shall be made for turning lanes, guard rails, traffic directional islands, frontage roads, shared driveways, sidewalks, bicycle ways, and traffic controls on existing roads.

DRAFT PROPOSAL 12-22-06

The applicant will pay for any safety improvement required on existing roads as a result of the subdivision plan.

9.16. Homeowners/Landowners Association

If commonly owned property is proposed to be owned and maintained by a homeowners/landowners association, the Planning Board shall require as a condition of approval for any such subdivision that the lot owners form a homeowners/landowners association by written agreement to provide for the perpetual care and maintenance of the commonly owned property ~~subdivision plan shall have a Homeowners/Landowners Association which, at a minimum, shall provide for the following:~~

9.16.1. Covenants for mandatory membership in the ~~H~~homeowners/~~L~~landowners association setting forth the owners' rights, interests, and privileges in the association and the common property and facilities, to be included in the deed for each lot or dwelling. A note on the subdivision plan consistent with Section 8.3.2.27 of this Ordinance is required.

9.16.2. Articles of incorporation of the proposed ~~H~~homeowners/~~L~~landowners association as a not-for-profit corporation. Incorporation by the developer of the homeowners/landowners association shall be required prior to issuance of any building permits; the developer shall provide the Code Enforcement Officer proof of filing of the homeowners/landowners association's articles of incorporation prior to the issuance of any building permits.

9.16.3. By-laws of the proposed ~~H~~homeowners/~~L~~landowners association specifying the responsibilities and authority of the association, the operating procedures of the association, and providing for proper capitalization of the association to cover the costs of major repairs, maintenance, and replacement of common facilities.

9.16.4. Where a proposed subdivision would use an existing private road(s) for access, provision requiring the subdivision developer and/or lot owners to contribute fairly to the cost of maintenance, repair, and replacement of such road(s).

9.16.5 Where an ~~alternate~~ subdivision design is proposed, with common septic system(s), well(s), and/or open space, provisions requiring the subdivision developer and/or lot owners to contribute fairly to the cost of maintenance, repair, and replacement of the common septic system(s), well(s), and/or open space must be established.

These provisions must satisfy the Planning Board that the homeowners/landowners association has the responsibility of maintaining the common property or facilities, has the power to levy annual charges against all owners of lots or dwelling units to defray the expenses connected with the maintenance, repair, and replacement of common property and facilities and tax assessments, has the power to place a lien on the property of members who fail to pay dues or assessments, and that the applicant shall maintain control of the common property, and be responsible for its maintenance until development sufficient to support the association has taken place.

DRAFT PROPOSAL 12-22-06

The developer shall maintain control of common open space and facilities and be responsible for their maintenance until at least fifty-one (51) percent of the development's lots or units have been completed and sold, with evidence of such completion and sales submitted to and approved by the Planning Board.

~~Covenants for mandatory membership in the association shall be approved by the Planning Board and included in the deed for each lot or unit or incorporated by reference from a master document recorded in the Cumberland County Registry of Deeds.~~ The homeowners/landowners association documentation shall be in a form acceptable to the Town Attorney and, upon approval by the Planning Board, shall be recorded in the Cumberland County Registry of Deeds prior to the sale of any lots within the subdivision.

9.17 Design Requirements for Common Open Space in Subdivisions

9.17.1 What to Preserve

The areas that may be designated as common open space for active and/or passive recreation or otherwise permanently preserved as part of the development shall be land that satisfies one or more of the following criteria:

9.17.1.1 Land not suitable for development as set forth in Section 9.5 of this Ordinance;

9.17.1.2 Land that preserves community character, such as:

(a) Undeveloped farmland and fields;

(b) Natural vegetative buffers at least 100 feet in depth along Route 24, Route 123, Cundy's Harbor Road or Mountain Road;

(c) Undeveloped scenic vistas as identified in the Comprehensive Plan for Harpswell; or

(d) Undeveloped land contiguous with existing common open space.

9.17.1.3 Land that protects natural resources, such as:

(a) Buffer strip of naturally vegetated area at least 150 feet wide adjacent to an open water source;

(b) Buffer strip of naturally vegetated area at least 75 feet wide on both sides of a stream, including ponds and wetlands associated with the stream;

(c) Rare, significant, or endangered species habitat as identified by state, federal, or local agencies; or

(d) Other significant habitat as identified by state and/or federal agencies or as identified by the Town through an on-site inspection.

9.17.1.4 Land that preserves or creates natural buffers.

9.17.1.5 Land that preserves or creates an existing or proposed trail link.

9.17.2 Designing the Common Open Space

9.17.2.1. All common open space shall be part of a larger continuous and integrated common open space system within the parcel being developed. The common open space shall be easily accessible from all lots within the subdivision. The subdivision design shall strive to

DRAFT PROPOSAL 12-22-06

cluster the lots while also preserving desirable common open space area, tree cover, scenic areas and natural features.

9.17.2.2. Natural features located within the common open space shall generally be maintained in their natural condition, but may be modified to improve their appearance, or to restore their overall condition and natural processes.

9.17.2.3. No part of a common open space shall be less than fifty (50) feet in its smallest dimension nor less than ten thousand (10,000) square feet in area. Common open space not meeting this standard is allowed as an added project enhancement, but shall not be counted toward the required project common open space; provided, however, that common open space provided to create or maintain linkages with existing or proposed trails may be counted toward the required project common open space regardless of dimensional size.

9.17.2.4. Common open space must have at least one hundred (100) feet of buffer area between it and more intense land uses (e.g., commercial uses).

9.17.2.5. The boundaries of common open spaces shall be marked wherever possible by natural features, such as hedgerows, stone walls, edges of woodlands, streams or individual large trees. Where no such existing demarcations are present, additional plantings, fences, or other landscape features shall be added to enable residents or the public, if applicable, to distinguish where the common open space ends and private lot areas begin. Where structural demarcations, such as fences are used, they shall be the minimum needed to accomplish this objective.

9.17.2.6. Common open space shall include lands located along existing public streets in order to preserve existing rural landscape character as seen from these streets, and shall, in no case, contain less than the required buffer, setback area or separation distance.

9.17.3 Siting of Common Subsurface Wastewater System(s) and/or Well(s)

9.17.3.1. Subsurface wastewater systems and wells may be developed within the common open space provided that such development does not adversely impact or alter the objectives of the common open space.

9.17.3.2. Subsurface wastewater system(s) and/or well(s) developed within the common open space shall be designed to minimize the impact on the natural environment and existing landscape.

9.17.4 Siting of Buildings

9.17.4.1. Potential building sites should be located within the subdivision taking into consideration the proposed common open space as well as other relevant data from the site survey, such as topography and soils.

DRAFT PROPOSAL 12-22-06

9.17.4.2. Building sites should be located at least one hundred (100) feet from land not suitable for development as set forth in Section 9.5 of this Ordinance and at least 50 feet from all other common open space areas, taking into consideration the potential negative impacts of development on such areas as well as the potential positive benefits of such locations to provide attractive views and visual settings for residences and other uses.

9.17.5 Alignment of Road System

9.17.5.1. Based upon the designated building sites and common open space, a circulation plan shall be designed to provide vehicular and pedestrian access to each lot. The street layout shall bear a logical relationship to topographic conditions.

9.17.5.2. Impacts of the street plan on common open space shall be minimized, particularly with respect to crossing environmentally sensitive areas such as wetlands and minimizing cut and fill.

9.17. 6 Deed Restrictions

If common open spaces are proposed to be deeded to the Town, a land trust, or other non-profit organization other than a homeowners/landowners association, written offers of cession to the organization and copies of agreements or documents showing the manner in which the common open space will be perpetually retained, cared for and maintained by the applicant or lot owners shall be in a form acceptable to the Town Attorney and, upon approval by the Planning Board, shall be recorded in the Cumberland County Registry of Deeds prior to the sale of any lots within the subdivision. A note on the subdivision plan consistent with Section 8.3.2.27 of this Ordinance is required.

SECTION 10. PERFORMANCE GUARANTEE

10.1. Requirement

Prior to approval of the subdivision plan, the Planning Board shall require documentation that the applicant has financial capacity to carry out the proposed project. A performance guarantee, letter of credit or similar agreement with the Planning Board may be required for the following, whether on-site or off-site:

10.1.1. The construction of roads and/or buffer improvements;

10.1.2. The construction of any water supply or sewage system other than individual on-site facilities;

10.1.3. The construction of drainage systems, erosion control measures, or water supply systems for fire protection; and

10.1.4. The construction of other improvements, such as buffer strips, intended to minimize adverse effects on the public or on abutting properties.

10.2. Form of Guarantee

DRAFT PROPOSAL 12-22-06

The performance guarantee may be tendered as a certified check payable to the Town, a savings account passbook in the name of the Town, an irrevocable letter of credit from a financial institution acceptable to the Selectmen, or a faithful performance bond running to the Town and issued by a surety company licensed to do business in the State of Maine and acceptable to the Selectmen.

10.3. Amount of Guarantee

The amount of the performance guarantee is one hundred twenty-five (125) percent of the cost of the requirements of Subsection 10.1. All guarantees are conditioned upon the completion of all such improvements within two (2) years from the date of approval or another agreed upon date based on Section 8.12. of this Ordinance.

10.4. Release of Guarantee

Prior to the release of any part of the performance guarantee, the Planning Board shall determine to its satisfaction, in part upon the report of the Code Enforcement Officer or the Town's consultant and whatever other agencies and departments may be involved, that the proposed improvements meet or exceed the design and construction requirements for that portion of the improvements for which the release is requested.

10.5. Default

If, upon inspection, the Code Enforcement Officer or the Town's consultant finds that any of the required improvements have not been constructed in accordance with the approved plan and specifications filed as part of the application, he or she shall so report in writing to the Board of Selectmen, the Planning Board, and the applicant. The performance guarantee shall then remain in place until the provisions of Subsection 10.4. are met.

If the requirements of Subsection 10.4 are not met within a reasonable period of time after such notice, the Selectmen may utilize the funds from the guarantee to cause the completion of the improvements or to restore the site to its pre-development condition.

SECTION 11. PUBLIC ACCEPTANCE OF ROADS, EASEMENTS, OR OPEN SPACE

The approval by the Planning Board of a subdivision plan shall not constitute or be evidence of any acceptance by the Town of any road, easement, or open space shown on such plan. Such acceptance may only be accomplished by the voters of the Town at Town Meeting.

SECTION 12. ENFORCEMENT

12.1. No building permit shall be issued under the Town's Ordinance, no building or site disturbance shall commence, and no plan of a division or development of land within the Town which constitutes a subdivision shall commence until the plan is recorded in the Cumberland County Registry of Deeds.

DRAFT PROPOSAL 12-22-06

12.2. No person, firm, corporation, or other legal entity may sell, lease, develop, build upon, occupy any building or structure, or convey for consideration, offer or agree to sell, lease, develop, build upon, occupy any building or structure, or convey for consideration any land in a subdivision which has not been approved by the Planning Board and recorded in the Cumberland County Registry of Deeds, nor may any person, firm, corporation, or other legal entity convey any land in any approved subdivision plan unless the required permanent markers are set.

12.3. No person, firm, corporation, or other legal entity may convey, offer, or agree to convey any land in an approved subdivision which is not shown on the approved plan as a separate lot.

12.4. Development of a subdivision without Planning Board approval is a violation of this Ordinance and State law.

12.5. Violations of this Ordinance are punishable in accordance with the 30-A M.R.S.A. §4452, as may be amended from time to time.

SECTION 13. EXPIRATION OF SUBDIVISION APPROVAL

Approval of a subdivision plan shall lapse if the applicant, or his or her successor, has not substantially started construction of approved improvements within one (1) year or within such time period as may be agreed upon in writing by the Planning Board and the applicant. One (1), one (1) year extension may be granted by the Planning Board. Three (3) months prior to the expiration date for substantial start of construction, the CEO shall notify the applicant by certified mail of the date of expiration.

SECTION 14. APPEALS

Any aggrieved party who participated in the proceedings before the Planning Board may take an appeal to the Board of Appeals within forty-five (45) days from the date of any decision of the Planning Board.

SECTION 15. INTERPRETATION, VALIDITY, CONFLICT OF ORDINANCES, AND EFFECTIVE DATE

15.1. Editorial Notes

Throughout this Ordinance there are editorial "citizen's notes" which are reproduced in italicized print. These notes shall not be considered part of this Ordinance as adopted by the Town, but shall only be considered guides to the intent of Ordinance provisions and their proper interpretation.

15.2. Validity, Conflict of Ordinances, and Effective Date

Should any section or provision of this Ordinance for any reason be held void and invalid, it shall not affect the validity of any other section or provision.